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**CITY OF ALLENTOWN
PROGRAM BUDGET**

081 RISK MANAGEMENT

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Budget
081-6200 Retiree Health Benefit Reimbursement	1,400,000	1,400,000	1,400,000	1,400,000
Line Item Detail				
1 Retiree <65 healthcare premium contributions			1,400,000.00	
		Line Items Total	1,400,000.00	
081-6210 Active Employee Benefit Reimbursement	575,000	575,000	575,000	575,000
Line Item Detail				
1 Active employees benefits premium contributions			575,000.00	
		Line Items Total	575,000.00	
081-6215 LCA Retiree Health Benefit Reimbursement	300,000	300,000	300,000	300,000
Line Item Detail				
1 LCA Retiree Healthcare Payment 1/4			300,000.00	
		Line Items Total	300,000.00	
081-6220 Inactive Employee Benefit Reimbursement	30,000	30,000	40,000	40,000
Line Item Detail				
1 Cobra			40,000.00	
		Line Items Total	40,000.00	
081-6418 Interest Income	25,000	25,000	25,000	25,000
Line Item Detail				
1 Interest Income			25,000.00	
		Line Items Total	25,000.00	
081-6615 Claims Paid Reimb Risk	200,000	200,000	200,000	200,000
Line Item Detail				
1 Claim reimbursements for damage to city-owned property by external parties			200,000.00	
		Line Items Total	200,000.00	
081-6690 State Aid Pension	17,922	17,922	17,922	14,069
Line Item Detail				
1 State Aid - Pension			14,069.00	
		Line Items Total	14,069.00	
081-7119 Transfer from Rental Inspection	517,089	517,089	517,089	512,737
Line Item Detail				
1 Transfer from Rental Unit Inspection Fund for employee health insurance and workers comp costs			512,737.00	
		Line Items Total	512,737.00	
081-7121 Transfer From General Fund	20,561,601	20,561,601	19,144,091	18,000,322

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081 RISK MANAGEMENT

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Budget
Line Item Detail				
1 Transfer from General Fund for employee health insurance and workers comp costs			17,028,972.00	
2 Transfer for costs of Property and Casualty expenses			971,350.00	
		Line Items Total	18,000,322.00	
081-7124 Transfer From Trexler Fund	314,360	314,360	314,360	312,477
Line Item Detail				
1 Transfer from Trexler Fund for employee health insurance and workers comp costs			312,477.00	
		Line Items Total	312,477.00	
081-7125 Transfer From CDBG	0	0	0	61,281
Line Item Detail				
1 Transfer from CDBG for employee health insurance and workers comp costs			61,281.00	
		Line Items Total	61,281.00	
081-7126 Transfer From Liquid Fuels	769,860	769,860	769,860	763,380
Line Item Detail				
1 Transfer from Liquid Fuels Fund for employee health insurance and workers comp costs			763,380.00	
		Line Items Total	763,380.00	
081-7127 Transfer From Golf Course	134,726	134,726	134,726	133,592
Line Item Detail				
1 Transfer from Golf Course Fund for employee health insurance and workers comp costs			133,592.00	
		Line Items Total	133,592.00	
081-7128 Transfer from Solid Waste	1,248,096	1,248,096	1,248,096	1,256,158
Line Item Detail				
1 Transfer from Solid Waste Fund for employee health insurance and workers comp costs			1,030,563.00	
2 Transfer for costs of Property and Casualty expenses			225,595.00	
		Line Items Total	1,256,158.00	
081-7129 Transfer from Risk Mgmt	89,817	89,817	89,817	76,338
Line Item Detail				
1 Transfer from Risk Fund for employee health insurance and workers comp costs			76,338.00	
		Line Items Total	76,338.00	
081-7131 Transfer From Stormwater Fund	1,036,742	1,036,742	1,036,742	1,101,077
Line Item Detail				
1 Transfer from Stormwater Fund for employee health insurance and workers comp costs			903,333.00	
2 Transfer for costs of Property and Casualty expenses			197,744.00	

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			Line Items Total		1,101,077.00
Total	RISK MANAGEMENT	27,220,213	27,220,213	25,812,703	24,771,431

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**CITY OF ALLENTOWN
PROGRAM BUDGET**

081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0001 PROPERTY & CASUALTY

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&E</i>	<i>2022 Budget</i>
0001-02 PERMANENT WAGES	215,163	215,163	215,163	195,624
0001-04 TEMPORARY WAGES	5,800	5,800	5,000	3,500
Line Item Detail				
1 Risk and Safety Intern Program				3,500.00
		Line Items Total		3,500.00
0001-06 PREMIUM PAY	1,425	1,425	0	0
0001-08 LONGEVITY	128	628	500	662
0001-11 SHIFT DIFFERENTIAL	250	250	0	0
0001-12 FICA	17,042	17,042	17,042	15,323
Line Item Detail				
1 FICA				15,323.41
		Line Items Total		15,323.41
0001-14 PENSION	26,822	26,822	26,822	24,789
Line Item Detail				
1 Pension				24,789.00
		Line Items Total		24,789.00
0001-15 Employee - Health Insurance Opt Out	1,508	1,508	1,500	1,508
0001-16 INSURANCE - EMPLOYEE GRP	89,817	89,817	89,817	76,338
Line Item Detail				
1 INS				76,338.00
		Line Items Total		76,338.00
0001-26 PRINTING	500	2,500	500	500
Line Item Detail				
1 Managed Print Service - per IT				500.00
		Line Items Total		500.00
0001-28 MILEAGE REIMBURSEMENT	500	500	0	0
0001-30 RENTALS	1,200	1,200	1,100	1,500
Line Item Detail				
1 Safety Day Location				1,500.00
		Line Items Total		1,500.00

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081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0001 PROPERTY & CASUALTY

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Budget
0001-32 PUBLICATIONS & MEMBERSHIP	1,000	1,000	805	1,000
Line Item Detail				
1 Public Risk Management Association (PRIMA) Membership - Risk Manager & Claims Coordinator				750.00
2 International Association of Emergency Managers (IAEM) Membership - Emergency Management Coordinator				250.00
		Line Items Total		1,000.00
0001-34 TRAINING & PROF. DEVELOP	5,500	3,000	1,000	9,000
Line Item Detail				
1 Authorized Training and Conference Attendance				6,000.00
2 Planned travel for training				2,500.00
3 Mileage While Attending Training				500.00
		Line Items Total		9,000.00
0001-36 INS - PROPERTY & CASUALTY	540,000	735,000	735,000	863,000
Line Item Detail				
1 Law Enforcement Liability (QBE)				282,500.00
2 Commercial Property Insurance (CNA)				118,100.00
3 Public Officials/EPL Liability (Greenwich)				117,300.00
4 Sexual Abuse/Child Molestation				85,000.00
5 Auto Physical Damage Policy (Seneca)				72,000.00
6 Cyber Attack Insurance (Chubb)				57,000.00
7 Marine Inland (Nationwide)				56,200.00
8 Excess Cyber Liability (Indian Harbor)				50,000.00
9 Government Crime Policy-Bond (Travelers)				18,000.00
10 Controller Public Officials Bond (Travelers)				2,300.00
11 Director of Finance Public Officials Bond (Travelers)				2,300.00
12 Treasury Manager Public Officials Bond (Travelers)				2,300.00
		Line Items Total		863,000.00
0001-42 REPAIRS & MAINTENANCE	0	15,306	15,000	0
0001-44 LEGAL SERVICES	1,000,000	800,000	750,000	700,000
Line Item Detail				
1 Professional Service Fees Attorney Fees for Police Liability				300,000.00

**CITY OF ALLENTOWN
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081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0001 PROPERTY & CASUALTY

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Budget
Line Item Detail				
2 Professional Service Fees Attorney Fees General Liability				300,000.00
3 Professional Service Fees Attorney Fees for Workers Comp				100,000.00
		Line Items Total		700,000.00
0001-46 OTHER CONTRACT SERVICES	171,150	193,022	150,000	327,500
Line Item Detail				
1 Remote Employee Safety Device				100,000.00
2 Active Shooter Employee and Trainer Presentation				70,000.00
3 TPA - Automobile Liability				50,000.00
4 Risk Management Online Incident Reporting Software				35,000.00
5 Insurance Broker (EHD)				27,500.00
6 Hazmat Clean Up for City Property				10,000.00
7 IH Testing Program				10,000.00
8 Exposure Control Management				10,000.00
9 Auto Body Services				10,000.00
10 City Hall Safety Mat Servicing				5,000.00
		Line Items Total		327,500.00
0001-50 OTHER SERVICES & CHARGES	21,000	21,000	21,000	15,000
Line Item Detail				
1 Random Drug Testing -- DOT Compliance				15,000.00
		Line Items Total		15,000.00
0001-54 REPAIR & MAINT SUPPLIES	0	0	0	500
Line Item Detail				
1 Repair & Maintenance Risk Property				500.00
		Line Items Total		500.00
0001-56 UNIFORMS	2,000	5,000	0	7,000
Line Item Detail				
1 APD Over Carriers/Load Bearing Vests				5,000.00
2 Uniform and Safety Items				2,000.00
		Line Items Total		7,000.00
0001-58 OFFICE SUPPLIES	500	500	0	0

**CITY OF ALLENTOWN
PROGRAM BUDGET**

081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0001 PROPERTY & CASUALTY

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Budget
0001-68 OPERATING MATERIALS & SUPP	41,000	58,797	62,103	56,500
Line Item Detail				
1 Ongoing COVID Response Supplies				25,000.00
2 Safety Equipment				15,000.00
3 Safety Day				8,000.00
4 Training Materials				5,000.00
5 First Aid Kit Refills				3,000.00
6 Office Supplies for EMC and Risk				500.00
		Line Items Total		56,500.00
0001-72 EQUIPMENT	6,500	18,300	13,500	15,000
Line Item Detail				
1 Safety and Risk Equipment				15,000.00
		Line Items Total		15,000.00
0001-80 SELF-INSURED LOSSES	150,000	227,816	227,816	200,000
Line Item Detail				
1 Internal Property Losses Due to Third Party				200,000.00
		Line Items Total		200,000.00
0001-81 PROPERTY LOSSES	150,000	168,004	168,004	150,000
Line Item Detail				
1 Internal Property Losses Due to Internal Liabilities or Natural Causes				150,000.00
		Line Items Total		150,000.00
0001-85 AUTO LOSSES	300,000	430,567	300,567	300,000
Line Item Detail				
1 Motorized Equipment Repair (Internal)				300,000.00
		Line Items Total		300,000.00
0001-86 GENERAL CITY CHARGES	63,911	63,911	63,911	67,107
Line Item Detail				
1 General City Charges				67,107.00
		Line Items Total		67,107.00
0001-87 PROFESSIONAL LOSSES	1,000,000	840,200	750,000	1,600,000

CITY OF ALLENTOWN
PROGRAM BUDGET

081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0001 PROPERTY & CASUALTY

<i>Account Number</i>		<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&E</i>	<i>2022 Budget</i>
<i>Line Item Detail</i>					
1 Lawsuit Settlements without Excess Insurance Coverage				1,600,000.00	
Line Items Total				1,600,000.00	
Total	PROPERTY & CASUALTY	3,812,716	3,944,078	3,616,150	4,631,351

PROGRAM DETAIL

Bureau: Risk Management	No: 081-02-8001	Department: Finance	Program: Property & Casualty	Program No: 0001
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Program Description:

Risk Management aspires to be a cost-effective, efficient, impactful, and transparent operation within the Directorate of Finance. We will serve the employees and citizens of Allentown and affiliated entities as a highly valued strategic partner and resource, providing innovation, high quality service, and cost-efficient tools for appropriately balancing risk and opportunity. We identify and evaluate risk and develop efficient ways to manage, minimize, and finance those risks. Risk Management works to reduce the financial impact of claims, lawsuits, and employee injuries to the City; reduce the corresponding frequency and severity of these events through the application of professional risk management techniques; and provide a safe work environment for employees and the public.

This program manages liability claims related to the internal and external damages to City property and those filed by third parties alleging bodily injury, property damage, or other losses due to City negligence. The city has self insured this risk program since July 1979. This program provides funding for expenses such as legal defense costs, claims management, loss prevention expenses, and excess insurance premiums. Excess insurance coverage is held for cyber security, sexual harassment/molestation (SAM), leased and high-value assets, law enforcement liability, public officials' liability, employer practices liability, and crime bond insurance. Expenses for damage to city-owned property, including fleet and equipment, land, buildings, and other assets, are covered under this program. In collaboration with the Solicitor's Office, restitution is sought for losses due to incidents caused by an outside party. This program is responsible for and manages the CDL drug and alcohol testing programs. This program also funds the Emergency Management Coordinator, who collaborates with various parties, both in and outside the City, to manage the City's emergency response and preparations

Goal(s):

- To protect City assets from loss.
- To offer effective management of Property/Casualty claims.
- To minimize costs related to litigation.
- To prepare the City's emergency response plans.

Measurable Budget Year Objectives and Long-Range Targets:

To improve claim monitoring and attempt to reduce cost of claims and claims administration by:

- Effectively managing the City's responsibility for property/casualty claims.
- Inspecting and prioritizing environmental hazards and exposure control in city-owned buildings and property.
- Reducing short- and long-term legal costs by working interdepartmentally to reduce liabilities.
- Monitoring City contracts to ensure they meet insurance liability requirements.
- Working with all City departments, claims Third-Party Administrator (TPA), and the Accident Review Board to effectively manage damages to fleet vehicles resulting from accidents.
- Utilizing Risk Management software to track and analyze auto, internal liability, and external liability claims to help reduce future costs.
- Utilize the EMC to strengthen the City's preparedness for emergency response.
- Managing the CDL and other drug and alcohol testing program as deemed necessary and as required by PA DOT.

**CITY OF ALLENTOWN
PROGRAM BUDGET**

081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0002 WORKERS COMPENSATION

Account Number	2021 Budget	2021 Adj. Budget	2021 A&E	2022 Budget
0002-32 PUBLICATIONS & MEMBERSHIP	3,000	3,000	3,000	3,000
Line Item Detail				
1 National Security Council (NSC); American Society of Safety Professionals (ASSP); Safety and Health Publications; National Institute for Occupational Health & Safety (NIOSH); International Organization for Standardization (ISO); American Industrial Hygiene Association (AIHA)				3,000.00
		Line Items Total		3,000.00
0002-34 TRAINING & PROF. DEVELOP	8,000	8,000	200	8,000
Line Item Detail				
1 OHST Certification, Ergo Training, Risk Assessment Conference				3,000.00
2 Ins, Risk, Safety and WC				3,000.00
3 TPA Training to start bringing items back in house				2,000.00
		Line Items Total		8,000.00
0002-36 INS - PROPERTY & CASUALTY	136,458	136,458	136,458	156,100
Line Item Detail				
1 Excess WC Policy				123,000.00
2 PA State Dept of Labor WC Administrative Fund Fee				33,000.00
3 PA State WC Self Insurance Fee				100.00
		Line Items Total		156,100.00
0002-38 INS - OTHER EMPLOYEE	25,000	25,000	25,000	21,000
Line Item Detail				
1 PA Self-Insurance Guaranty Fund				14,000.00
2 PA State Supersedeas Fee				4,500.00
3 PA Subsequent Injury Fund				2,500.00
		Line Items Total		21,000.00
0002-46 OTHER CONTRACT SERVICES	60,860	60,860	55,000	59,000
Line Item Detail				
1 Workers Comp Claim Handling (TPA)				36,000.00
2 Workers Comp Fee (Broker)				23,000.00
		Line Items Total		59,000.00
0002-72 EQUIPMENT	10,000	10,000	10,000	10,000
Line Item Detail				

**CITY OF ALLENTOWN
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081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0002 WORKERS COMPENSATION

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&E</i>	<i>2022 Budget</i>
<i>Line Item Detail</i>				
1 Safety Item Purchases -- WC Related				10,000.00
		Line Items Total		10,000.00
0002-80 SELF-INSURED LOSSES	600,000	600,000	600,000	600,000
<i>Line Item Detail</i>				
1 Medical and Indemnity for WC				600,000.00
		Line Items Total		600,000.00
0002-86 GENERAL CITY CHARGES	63,911	63,911	63,911	67,107
<i>Line Item Detail</i>				
1 General City Charges				67,107.00
		Line Items Total		67,107.00
Total WORKERS COMPENSATION	907,229	907,229	893,569	924,207

PROGRAM DETAIL

Bureau: Risk Management	No: 081-02-8001	Department: Finance	Program: Workers' Compensation	Program No: 0002
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Program Description:

This program includes those safety functions intended to protect the City and its employees against loss and injury. The City has self insured this risk since January 1978. This program includes the elimination of risks through analysis, inspections, incident investigation, employee training, contract review, and all the functions associated with safety management for the City. Payments include medical expenses, indemnity (66 2/3% of pay or 100% of pay for Heart & Lung claims), claims management, loss prevention, and the excess insurance premium. This program also maintains the Worker's Compensation Trust as required by the state for being self-insured.

Goal(s):

To reduce exposure to work-related injuries.
To offer the most effective management of Workers' Compensation claims.
To ensure employees receive quality care management for treatment under Worker's Compensation claims.
To ensure supervisors and employees are knowledgeable and accountable for safety performance in carrying out their job duties.
To improve existing and initiate new safety programs and activities.

Measurable Budget Year Objectives and Long-Range Targets:

To improve claim monitoring and attempt to reduce cost of claims and claims administration by:

- Continuing to train supervisors in use of new Industry Safe claims-reporting software for 100% utilization rate by the end of the year.
- Using Risk Management software to analyze claims and better tailor prevention programs.
- Expanding the light-duty program.

To provide a safe and healthful work environment for City employees by:

- Reviewing existing safety programs and implementing new safety programs.
- Ensuring and promoting a strong City safety culture.
- Continuing initiatives through the Centralized Safety Committee, including the annual Safety Day, and monitoring department-specific Safety Committees.

**CITY OF ALLENTOWN
PROGRAM BUDGET**

081 RISK MANAGEMENT
02 FINANCE
8001 RISK MANAGEMENT
0003 EMPLOYEE HEALTH BENEFITS

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&E</i>	<i>2022 Budget</i>
0003-37 INS - DENTAL, LIFE, DRUG	22,500,000	22,512,219	20,500,000	22,400,000
<i>Line Item Detail</i>				
1 Medical Claims/Admin Fees (excluding SEIU)			11,138,000.00	
2 SEIU Medical Contribution Payments			5,700,000.00	
3 Pharmacy/Prescription Plan Payments			3,400,000.00	
4 Stop Loss Premium			1,400,000.00	
5 Dental Claims/Admin Fees/COBRA Payments			380,000.00	
6 Life Insurance Payments			175,000.00	
7 Vision Plan Payments			110,000.00	
8 ACA Management and Reporting Svcs/Open Enrollment Portal			55,000.00	
9 Telemedicine Payments			26,000.00	
10 FSA Administration Fees			13,000.00	
11 COBRA Notices			3,000.00	
		Line Items Total	22,400,000.00	
Total EMPLOYEE HEALTH BENEFITS	22,500,000	22,512,219	20,500,000	22,400,000

PROGRAM DETAIL

Bureau: Risk Management	No: 081-02-8001	Department: Finance	Program: Employee Health Benefits	Program No: 0003
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Program Description:

This program centralizes the payment of healthcare costs for active and retired employees eligible and opt-in to available benefits. These include full-time employees and their eligible family members, as well as eligible retirees under age 65. It provides the funding and administration for all City employee related healthcare, disability, and life-insurance benefit programs. Healthcare coverage includes medical, dental, vision, telemedicine, and pharmacy benefits. Healthcare plans and out-of-pocket costs are negotiated in the contracts of union personnel and reviewed on an annual basis for non-union personnel.

Goal(s):

To provide smart, available, on-time and cost-effective administration of the employee benefit programs.

Measurable Budget Year Objectives and Long-Range Targets:

- Provide funding on a timely basis for payment of all health benefit claims, administrative fees, and insurance premiums.
- Monitor claim's costs closely to ensure the budget is aligned with ongoing forecasted expenses.
- Expand the City's Wellness Program to improve personal health awareness.
- Ensure enrolled family members and retirees are eligible for healthcare coverage through periodic audits.
- Collect active employee and retiree premiums on a timely basis.
- Expand ergonomics awareness to reduce muscular-skeletal injuries.
- Work with our broker, unions, and healthcare providers to evaluate different options for providing cost-effective and quality healthcare.
- Manage Stop Loss excess insurance program.